

GRANTS AND FUND 15



Steve Hamel, Auditor
OPI School Finance Division
MASBO New Clerks Academy


Agenda


- Misc. Programs Fund (15) Basics
- State Grants and OTO Payments
- Donations
- Federal Programs
- Year-End Accounting
- Resources

Fund 15 Basics

Miscellaneous Programs Fund (15)

 Legal authority: 20-9-507, MCA

 Non-budgeted fund (expenditures limited to cash on hand)

 Used to account for:

- Federal, state, local grants
- Donations for district operations (principal and interest may be spent)

Fund 15 Basics

➤ Basic coding structures

Revenue X15 - XXXX - XXX

(Same three digits)

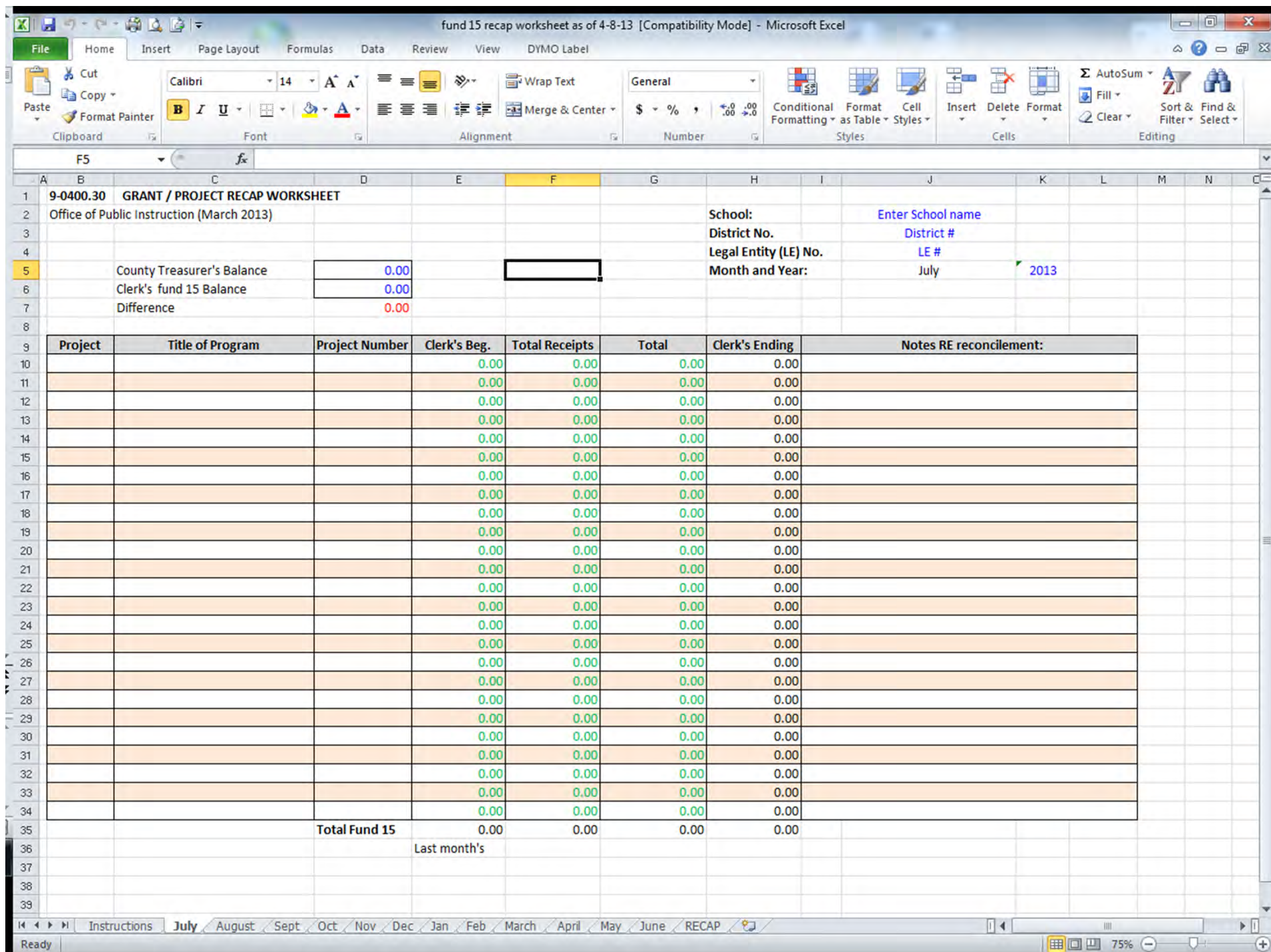
Expenditures X15 - XXX - XXXX - XXX - XXX

Use a unique 3 digit [Project Reporter Code](#) for each
“pot” of money



Fund 15 Basics

- Reconcile cash in each project reporter code to total Fund 15 Cash
- OPI spreadsheet available – see resources slide # 6
- Total Fund 15 Cash should equal county treasurer's cash for Fund 15



An untracked fund 15

Row Labels		REVENUE	EXPENDITURES	DIFFERENCE
(blank)	#N/A	-	14,058.07	(14,058.07)
3630	OTO State Energy Cost Relief & Transportation	443.25	10,372.99	(9,929.74)
1510	Interest Earnings	1,916.49	5,040.38	(3,123.89)
1900	Other Revenue from Local Sources	102,042.61	104,718.30	(2,675.69)
3680	K-12 Education Data Systems	127.12	646.00	(518.88)
3600	State Gifted & Talented Reimbursement	12,539.00	12,539.00	-
3640	OTO Weatherization & Deferred Maintenance	5,284.00	5,284.00	-
3720	Quality Schools Facility Grant Program	5,197.46	5,197.46	-
9710	Residual Equity Transfers In	24.10		24.10
4330	Title IV Part B Safe and Drug Free Schools	500.00	288.00	212.00
4600	Federal Miscellaneous Grants through the Office of Public	1,312.00	1,060.04	251.96
3290	State - Other State Grants	3,721.63	3,195.00	526.63
4510	Carl Perkins (Federal Vo-Ed) - Basic Grant	3,404.44	2,696.43	708.01
4300	Title II A Teacher Training and Recruiting	15,569.00	14,105.29	1,463.71
3670	OTO Full-Time Kindergarten Start-up	1,921.41		1,921.41
4350	Title V, Part A Inovative Programs	2,126.00	194.91	1,931.09
3650	OTO Indian Education for All	2,333.09		2,333.09
5400	Proceeds from Long-Term Liabilities	15,467.87	11,967.87	3,500.00
4120	Title VI Part B Small Rural Schools (SRS)	112,691.00	85,203.31	27,487.69
3660	OTO Capital Invest & Deferred Maintenance	67,430.88	16,536.15	50,894.73
	TOTALS	354,051.35	293,103.20	60,948.15

Types of Grants

Entitlements

- ✓ On-going
- ✓ Non-competitive
- ✓ Loose parameters for spending **OR**
- ✓ Spending restrictions

Examples:

- State One-Time-Only (OTO)
- Medicaid reimbursements

Grants

- ✓ Limited award period (6/30 or 9/30)
- ✓ Formula allocations or Competitive
- ✓ Spending restrictions

Examples:

- Title I-A
- Carl Perkins
- IDEA grants



“Happiness is not the absence of problems but the ability to deal with them.” anonymous

Agenda

- Fund 15 Basics
- State Grants and OTO Payments
- Donations
- Federal Programs
- Year-End Accounting
- Resources



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Denise Juneau, State Superintendent

State Grants and OTO Payments

State Grants

Gifted & Talented Grant

Career & Technical Education (CTE)

State One-Time-Only (OTO) Payments

Capital Investment & Deferred Maintenance (FY 2008)

Quality Schools Facility Grant (FY2010 & 2011)

Deferred Maintenance & Energy Efficiency (FY 2010 & FY 2011)

Capital Investment & Deferred Maintenance (CI&DM)

Revenue code - 3660

Expenditure program code - 366



- Received FY2008
- Unspent funds will be reverted to the state FY2017

State Grants and OTO Payments

Fund 15

Revenue Codes – 3XXX

Expenditure Program Codes – 3XX

	Revenue	Expenditure
C I & D M: XXX	X15-3660	X15-366-XXXX-XXX-
CTE: XXX	X15-3900	X15-39X-XXXX-XXX-
Quality Schools XXX	X15-3720	X15-372-XXXX-XXX-



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Agenda

- Fund 15 Basics
- State Grants and OTO Payments
- **Donations**
- Federal Programs
- Year-End Accounting
- Resources



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Donations

- Money received from a “local” source (i.e. not federal or state)
- Intent is to spend on district operations
 - Restricted (i.e. for the library)
 - Non-restricted (any operations)
- Both principal and interest may be spent



“Some pursue happiness - others create it.” anonymous

Agenda

- Fund 15 Basics
- State Grants and OTO Payments
- Donations
- **Federal Programs**
- Year-End Accounting
- Resources



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Federal Programs

Program Overviews and Contacts

See OPI website: www.opi.mt.gov


Federal Programs Process

Important Steps E-GRANTS


 ESEA/NCLB Consolidated Application

 IDEA Consolidated Application

 Cash Requests

 Final Expenditure Reports

- Grants ended June 30 - Due August 10
- Grants ended Sept 30 - Due November 10

 Budget/Program Modification (amendment)

Federal Programs Process

➤ ESEA/NCLB Consolidated Application

Title I, Part A, (Basic or School-Wide)

- **Title II, Part A, Improving Teacher Quality**
- **Title II, Part D, Enhancing Education Through Technology**
- **Title III, English Language Acquisition**
- ***21st Century Community Learning**
- **Title VI, Part B, Subpart 2, Rural Low Income**

Federal Programs Process

- IDEA Part B, Students with Disabilities
- IDEA Preschool
- Carl Perkins
- Gifted and Talented
- E-Grants:
 - Preliminary allocations typically available in May preceding project year
 - Final allocations available in August of project year
 - Applications due by September 15

Federal Programs

Allowable costs

- Must be consistent with district submitted consolidated application
- Watch budget codes (50% variance allowed)
- Amend consolidated application, as needed

Federal Programs

Allowable costs

- Time and effort records required for full-time staff that work part-time on grant activities
- Retirement costs (employer share of FICA, TRS, PERS and unemployment insurance **must** be paid by the grant
- Questions about Allowable Costs? Check with:
 - OPI Program Specialists
 - OPI Grant Accountants

Indirect Costs

- General costs that benefit both specific grant programs and other activities of the organization
- Not easily attributable to any single program

Examples:

Business office costs (function 25XX)

Property insurance

Tech support (function 2225)

- May draw Indirect Costs off grant projects using approved rate from OPI
- Does not increase grant award!

Applying for an Indirect Cost Rate

1. Locate application materials
2. Read and review cover letter
3. Read and review the instructions
4. Print Schedule A and Certification form
5. Calculate costs to be “reclassified”, if any
6. Enter OPI preliminary rate OR district calculated rate (from Schedule A) on Certification form
7. Have superintendent or board chair sign Certification form
8. Fax Certification form to Paul Taylor (444-0509)

Questions? Contact Paul (444-1257 or ptaylor2@mt.gov)

Federal Programs - Cash

Districts not allowed to accumulate federal funds

- Federal requirement: < 3 days cash on hand
- OPI allows 30 days cash on hand due to our monthly payment structure
- Interest earnings on federal funds in excess of \$100 per year must be paid to feds



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Federal Programs - Cash

Two Ways to Request Cash

Advance

Request estimate, then spend \$

- Pro: Positive cash balance
- Con: Expenditures don't match budget

Reimbursement

Spend \$, then request actual

- Pro: Expenditures match budget
- Con: Cash balance (in that project) in the red until \$ received

Federal Programs - Cash

Payments - Timing

- Cash requests due the 25th of month
- Payments made the 10th of following month
- Amounts posted to E-Grants website
 - Vendor Payee Details

Federal Programs - Cash

E-Grants Monthly Cash Request

- Must request each month
- Allows district to adjust each month's payment
- Monthly cash request does not automatically include budgeted indirect cost rate, will need a separate cash request for Indirect Costs

Grant Award Notice (GAN)

The Montana Office of Public Instruction, Denise Juneau, Superintendent
P.O. Box 202501 Helena, Montana 59620-2501
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

PRIME APPLICANT:

Bozeman Elem
PO Box 520
Bozeman, MT. 59771-
LE#: 0350

Grant Type



PROGRAM TITLE: Title I, Part A, Improving Basic Programs

CFDA #: 84.010A

STATUTORY AUTHORITY

Elementary and Secondary Education Act of 1965 as reauthorized by the No Child Left Behind Act of 2001, P.L. 107-110, Title I, Part A, Sections 1111-1127

SCHOOL DISTRICT ACCOUNTING CODES:

Fund: 15 (Miscellaneous Fund)
Revenue Code: 4200
Expenditure Program Code: 420

PROJECT NUMBER:
016 0350 3112

OPI PROGRAM CONTACT:

Name: Gwen Smith
Phone Number: (406) 444-5660
Email address: gsmith@mt.gov

OPI PAYMENT CONTACT:

Name: Sunni Hitchcock
Phone Number: (406) 444-3408
Email address: sunnih@mt.gov

**For info
call.....**

GRANT PERIOD: 07/01/2011 - 09/30/2012

FINAL LIQUIDATION DATE: 10/31/2012

FINAL FUND DRAWDOWN DATE: 11/10/2012

AWARDS & APPROVALS:

Original Award	\$826,849.00
Approved:	09/19/2011
Amendment 1	
Approved:	
Amendment 2	
Approved:	
Amendment 3	
Approved:	
Amendment 4	
Approved:	
Amendment 5	
Approved:	
Amendment 6	
Approved:	
Cumulative Award	\$826,849.00



OPI E-Grants System

OPI
Home

Applicant Name: Darby K-12 Schools

Legal Entity: 0740

CASH REQUEST

Application: 2008-2009 Amendment 1

Printer-Friendly
Click to Return to Application Select
Click to Return to Payment Summary
Click to Return to CashReqst/Expend Menu
Click to Return to Menu List / Sign Out

Cash Request 6

Instructions

This request has been approved. No more updates will be saved.

By Object Code AND Description

Program: TitleIA

Agency: 03170
Document #: 2600000872
Check/EFT #: 0003504220
Check/EFT Date: 8/10/2009

Itemize and explain each expenditure amount. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. \$12536)

Description of Object Codes

Object Code	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Cash Request	Delete Row
100	Salaries and wages for title one teachers and aides	\$159,626	\$141,335	11769	<input type="checkbox"/>
200	benefits	\$46,633	\$25,387	2051	<input type="checkbox"/>
500	meals & mileage for travel	\$6,500	\$130	87	<input type="checkbox"/>
Indirect Cost Approved Rate 2.3500 % Derived Rate 2.2992 %		\$5,361	Total \$4,207	\$13,907	
			Total	\$320	
				\$14,227	

NOTE: Data displayed on this page was effective as of 7/23/2009

Vendor Invoice Number T10907002

End Period Expense (MM/DD/YYYY) 6/30/2009

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$260,621	TitleIA	\$181,052
Approved Budget	\$238,525	Total	\$181,052
Amount Paid To Date	\$181,052		
Expenses To Date	\$0		
Balance Due LEA	\$0		
Funds on Hand	\$181,052		

Agency: 03170
 Document #: 2500000680
 Check/EFT #: 0004660578
 Check/EFT Date: 3/12/2012

Program: TitleIA

Itemize and explain each expenditure amount. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. 2536)

Description of Object Codes

Object Code	Expenditure Description and Itemization	Final Approved Budget	Previously Requested	Cash Request	Delete Row
	(1000 Character Maximum)				
100	Certified Title I wages for February '12	\$380,289	\$245,198	45098	<input type="checkbox"/>
	(1000 Character Maximum)				
200	Benefits on Certified Title I wages for February '12	\$116,000	\$61,120	11821	<input type="checkbox"/>
	(1000 Character Maximum)				
300	SES services contracted with Greater Gallatin United Way (\$562.50); ATS Project Success (\$802.50) and Sylvan Learning Center (\$3,163.00)	\$218,310	\$52,813	4528	<input type="checkbox"/>
	(1000 Character Maximum)				
500	Payment for Title I conference April '12 registration and 3 nights hotel for 3 attendees (\$1,280.76); Love and Logic parental inservice	\$45,000	\$1,279	1481	<input type="checkbox"/>
Total				\$62,928	
	Indirect Cost Approved Rate 3.1500 % Derived Rate 3.1500 %	\$25,250	\$11,355	\$1,982	
Total				\$64,910	

End Period Expense
 (MM/DD/YYYY)

2/29/2012

RECAP

Grant Award (Allocation) \$852,849
 Approved Budget \$826,849
 Amount Paid To Date \$371,853
 Expenses To Date \$0
 Balance Due LEA \$0
 Funds on Hand \$371,853

Amount Paid to Date by Fund Source

TitleIA \$371,853
 Total \$371,853

FINAL EXPENDITURE REPORT (11-12 Grant)

Applicant Name: Darby K-12 Schools

Legal Entity: 0740

Application: 2007-2008 Amendment 1

Printer-Friendly
Click to Return to Application Select
Click to Return to CashReqst/Expend Menu
Click to Return to Payment Summary
Click to Return to Menu List / Sign Out

Periodic Expense Report 1

Instructions

This request has been approved. No more updates will be saved.

Program: TitleIA

Object Code	Expenditure Description and Itemization	Final Approved Budget	OPI Funds Released	Previously Reported Expended	Accumulated Expenditures to Date
100	Personal Service- Salaries	\$159,636	\$160,259	\$0	155014
200	Employee Benefits	\$47,617	\$40,999	\$0	44595
300	Purchased Professional and Technical	\$5,000	\$5,500	\$0	5500
400	Purchased Property Services	\$0	\$0	\$0	0
500	Other Purchased Services	\$500	\$448	\$0	740
600	Supplies	\$12,971	\$4,385	\$0	4874
700	Property & Equipment	\$6,999	\$0	\$0	0
800	Other Objects	\$0	\$0	\$0	0
Totals:		\$232,723	\$211,591	\$0	\$210,723
Indirect Cost Approved Rate 0.6700 % Derived Rate 0.6428 %		\$1,451	\$1,360	\$0	\$1,355
Totals:		\$234,174	\$212,951	\$0	\$212,078

Calculate Totals

Expenditure Period End Date 9/30/2008

NOTE: Data displayed on this page was effective as of 11/26/2008

Final Expenditure Check Box

RECAP

Grant Award (Allocation)	\$234,174
Approved Budget	\$234,174
Amount Paid To Date	\$212,951
Expenses To Date	\$212,078
Balance Due LEA	\$0
Funds on Hand	\$873

TitleIA	\$205,902
TitleIID	\$4,086
TitleIIIA	\$2,963
Total	\$212,951

Final Expenditure



Save Page

Submit to OPI

Agency: 03170
 Document #: 2500000698
 Check/EFT #: 0004851033
 Check/EFT Date: 8/10/2012

Program: TitleIA

Object Code	Expenditure Description and Itemization	Final Approved Budget	OPI Funds Released	Previously Reported Expended	Accumulated Expenditures to Date
100	Salaries	\$568,305	\$563,621	\$0	569557
200	Employee Benefits	\$145,000	\$149,090	\$0	152798
300	Purchased Professional and Technical	\$93,000	\$79,108	\$0	87191
400	Purchased Property Services	\$0	\$0	\$0	0
500	Other Purchased Services	\$10,500	\$4,859	\$0	5669
600	Supplies	\$9,500	\$2,458	\$0	2837
700	Property & Equipment	\$0	\$0	\$0	0
800	Other Objects	\$500	\$444	\$0	639
Totals:		\$826,805	\$799,580	\$0	\$818,691
	Indirect Cost Approved Rate 3.1500 %	\$26,044	\$25,186	\$0	\$25,788
	% Derived Rate 3.1500 %				
Totals:		\$852,849	\$824,766	\$0	\$844,479

Expenditure Period End Date 9/30/2012

NOTE: Data displayed on this page was effective as of 8/2/2012

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$852,849	TitleIA	\$824,766
Approved Budget	\$852,849	Total	\$824,766
Amount Paid To Date	\$824,766		
Expenses To Date	\$844,479		
Balance Due LEA	\$19,713		
Funds on Hand	(\$19,713)		



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Federal Programs - Carryover

Carryover Funds

- Grant funds, which, if not obligated by the end of the project period, remain available for one additional project period.
- Carryover funds automatically loaded into application after approved final expenditure report
- **Create an amendment** to the current consolidated application and allocate carryover into current budget

Grants Allowing Carryover

- Title I, Parts A, B, D, F, H
- Title II, Parts A
- Title III, Part A
- Title VI, Part B, Subpart 2, Rural Low-Income Schools
- IDEA B
- IDEA Preschool

Note: Different grants have different carryover limitations (i.e. 15% for Title I-A vs. 100% for all others)

Carryover

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$234,174		
Approved Budget	\$234,174	TitleIA	\$205,902
Amount Paid To Date	\$212,951	TitleIID	\$4,086
Expenses To Date	\$212,078	TitleIIA	\$2,963
Balance Due LEA	\$0	Total	\$212,951
Funds on Hand	\$873		
Final Expenditure	<input checked="" type="checkbox"/>		

Total Award

—

Expenses To
Date

=

Carryover For Next
Year's Grant Period

\$ 234,174

—

\$ 212,078

=

\$22,096*

*Budget Amendment Needed
to Allocate and Spend
Carryover



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Denise Juneau, State Superintendent

opi.mt.gov

Amended Grant Award Notice with carryover

The Montana Office of Public Instruction, Denise Juneau, Superintendent
P.O. Box 202501 Helena, Montana 59620-2501
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

PRIME APPLICANT:

Bozeman Elem
PO Box 520
Bozeman, MT. 59771-

LE#: 0350

Title I, Part A, Improving Basic Programs

PROGRAM TITLE:

CFDA #: 84.010A

STATUTORY AUTHORITY

Budget Amendment
Completed and
Approved; Date and
\$\$ Amount now
shown on the Grant
Award Notice

PROJECT NUMBER:

016 0350 3112

OPI PROGRAM CONTACT:

Name: Gwen Smith
Phone Number: (406) 444-5660
Email address: gsmith@mt.gov

OPI PAYMENT CONTACT:

Name: Sunni Hitchcock
Phone Number: (406) 444-3408
Email address: sunnih@mt.gov

GRANT PERIOD: 07/01/2011 - 09/30/2012

FINAL LIQUIDATION DATE: 10/31/2012

FINAL FUND DRAWDOWN DATE: 11/10/2012

AWARDS & APPROVALS:

Original Award		\$826,849.00
Approved:	09/19/2011	
Amendment 1		\$0.00
Approved:	10/07/2011	
Amendment 2		\$26,000.00
Approved:	05/30/2012	
Amendment 3		\$0.00
Approved:	08/02/2012	
Amendment 4		
Approved:		
Amendment 5		
Approved:		
Amendment 6		
Approved:		
Cumulative Award		\$852,849.00



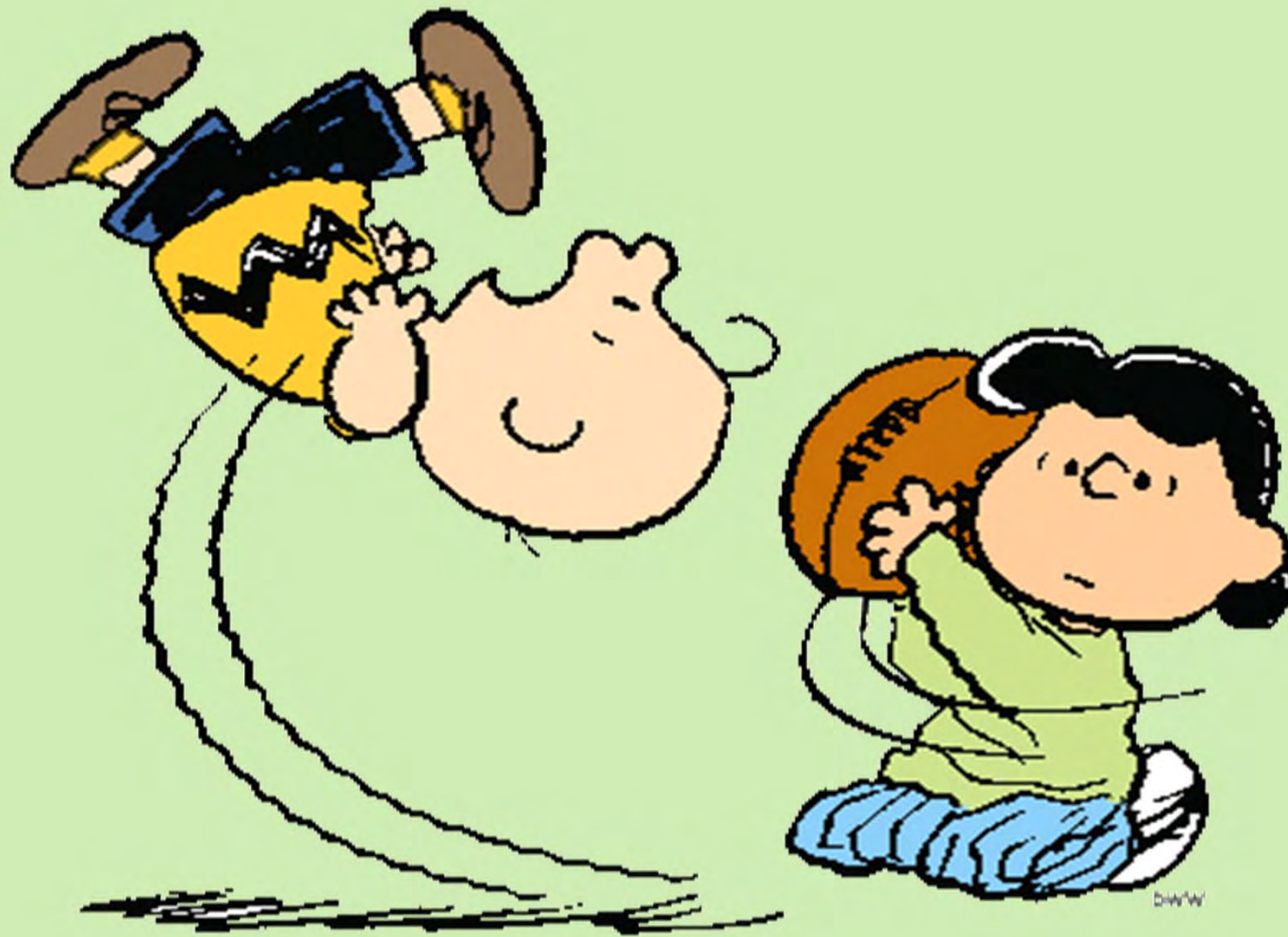
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Managing Grant Cash

- Indicators of district-level grant cash management problems
 - Large refunds due to OPI at close of grant period (over-estimated cash needs)
 - Auditor determines too much cash was held during fiscal year (Federal cash mgmt. rules)

Monitor grant cash!



I have a new philosophy. I'm only going to dread one day at a time. Charles M. Schulz

Federal Programs Accounting

Project Reporter Codes

- Absolutely essential in Fund 15!
- *Recommended* structure

You choose

- 910-999 Reserved for OPI Use



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Denise Juneau, State Superintendent

Grant Award Notice revisited

The Montana Office of Public Instruction, Denise Juneau, Superintendent
P.O. Box 202501 Helena, Montana 59620-2501
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

PRIME APPLICANT:

Bozeman Elem
PO Box 520
Bozeman, MT. 59771-

LE#: 0350

PROGRAM TITLE:

Title I, Part A, Improving Basic Programs

CFDA #: 84.010A

STATUTORY AUTHORITY

Elementary and Secondary Education Act of 1965 as reauthorized by the No
Child Left Behind Act of 2001, P.L. 107-110, Title I, Part A, Sections
1111-1127

SCHOOL DISTRICT ACCOUNTING CODES:

15
Fund: (Miscellaneous Fund)
Revenue Code: 4200
Expenditure Program Code: 420

PROJECT NUMBER:

016 0350 3112

OPI PROGRAM CONTACT:

Name: Gwen Smith
Phone Number: (406) 444-5660
Email address: gsmith@mt.gov

OPI PAYMENT CONTACT:

Name: Sunni Hitchcock
Phone Number: (406) 444-3408
Email address: sunnih@mt.gov

GRANT PERIOD: 07/01/2011 - 09/30/2012

FINAL LIQUIDATION DATE: 10/31/2012

FINAL FUND DRAWDOWN DATE: 11/10/2012

AWARDS & APPROVALS:

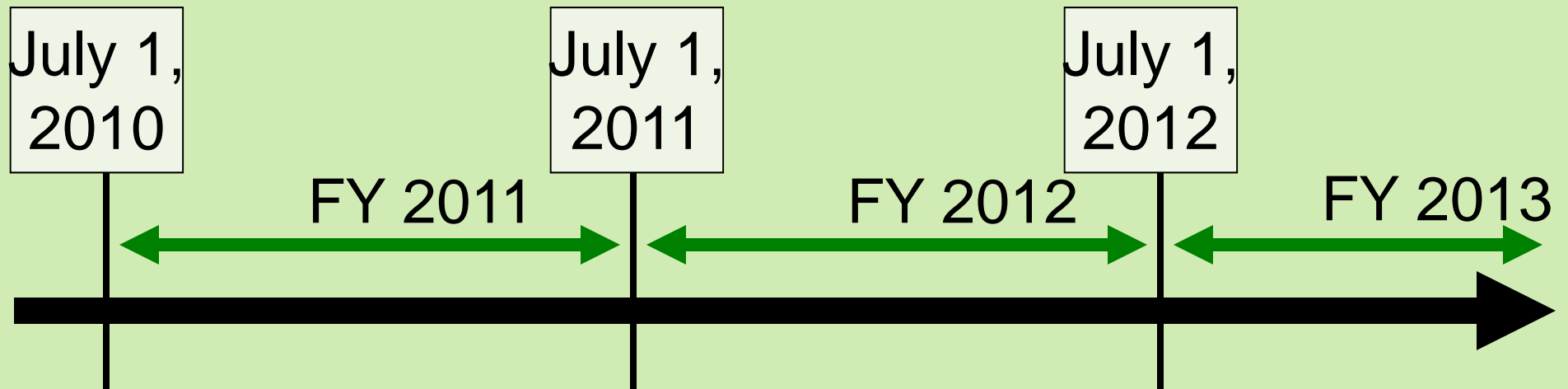
Original Award		\$826,849.00
Approved:	09/19/2011	
Amendment 1		\$0.00
Approved:	10/07/2011	
Amendment 2		\$26,000.00
Approved:	05/30/2012	
Amendment 3		\$0.00
Approved:	08/02/2012	
Amendment 4		
Approved:		
Amendment 5		
Approved:		
Amendment 6		
Approved:		
Cumulative Award		\$852,849.00

Money Type (31)



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Denise Juneau, State Superintendent

Montana Fiscal Years



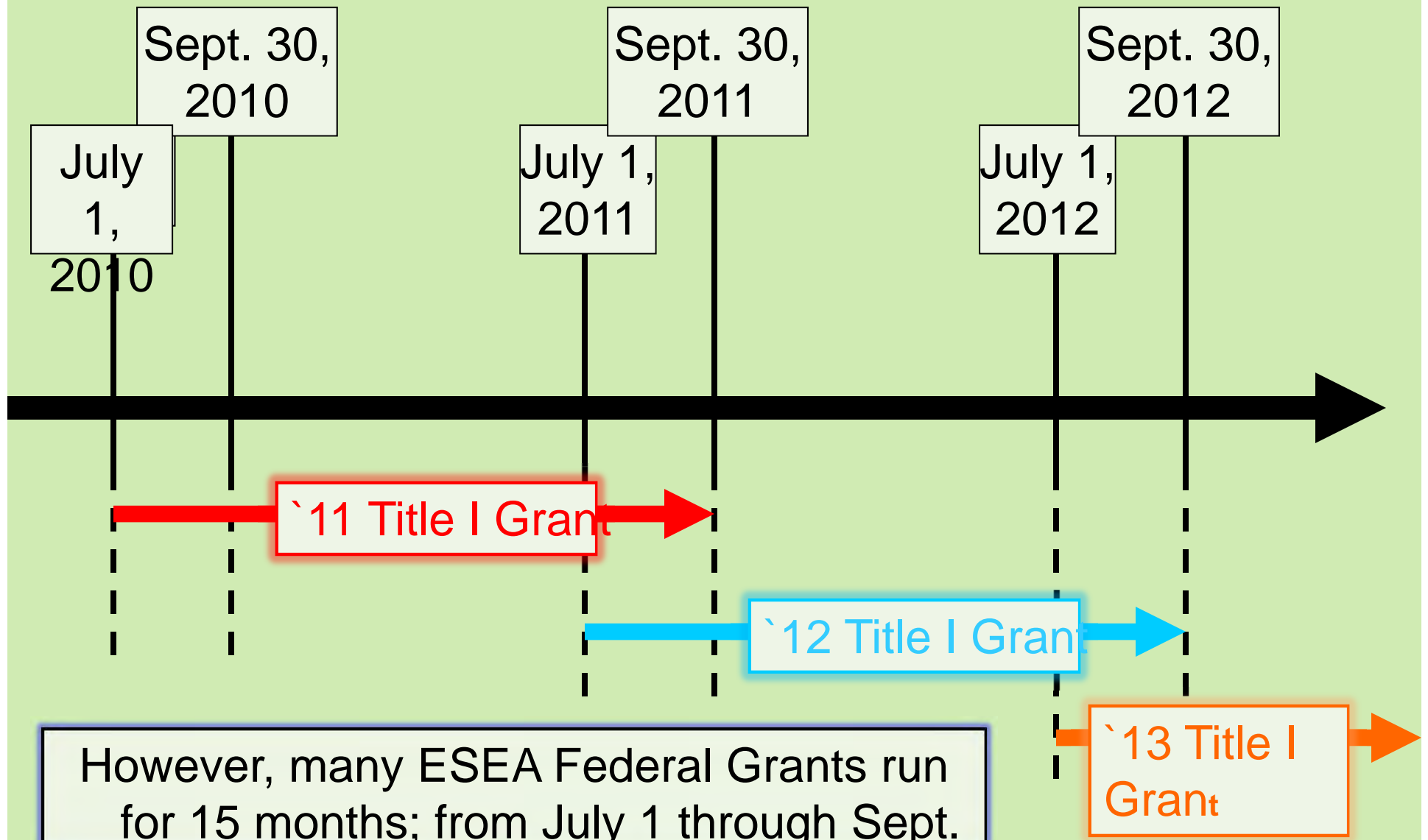
Montana Fiscal Years
run from July 1
through June 30.



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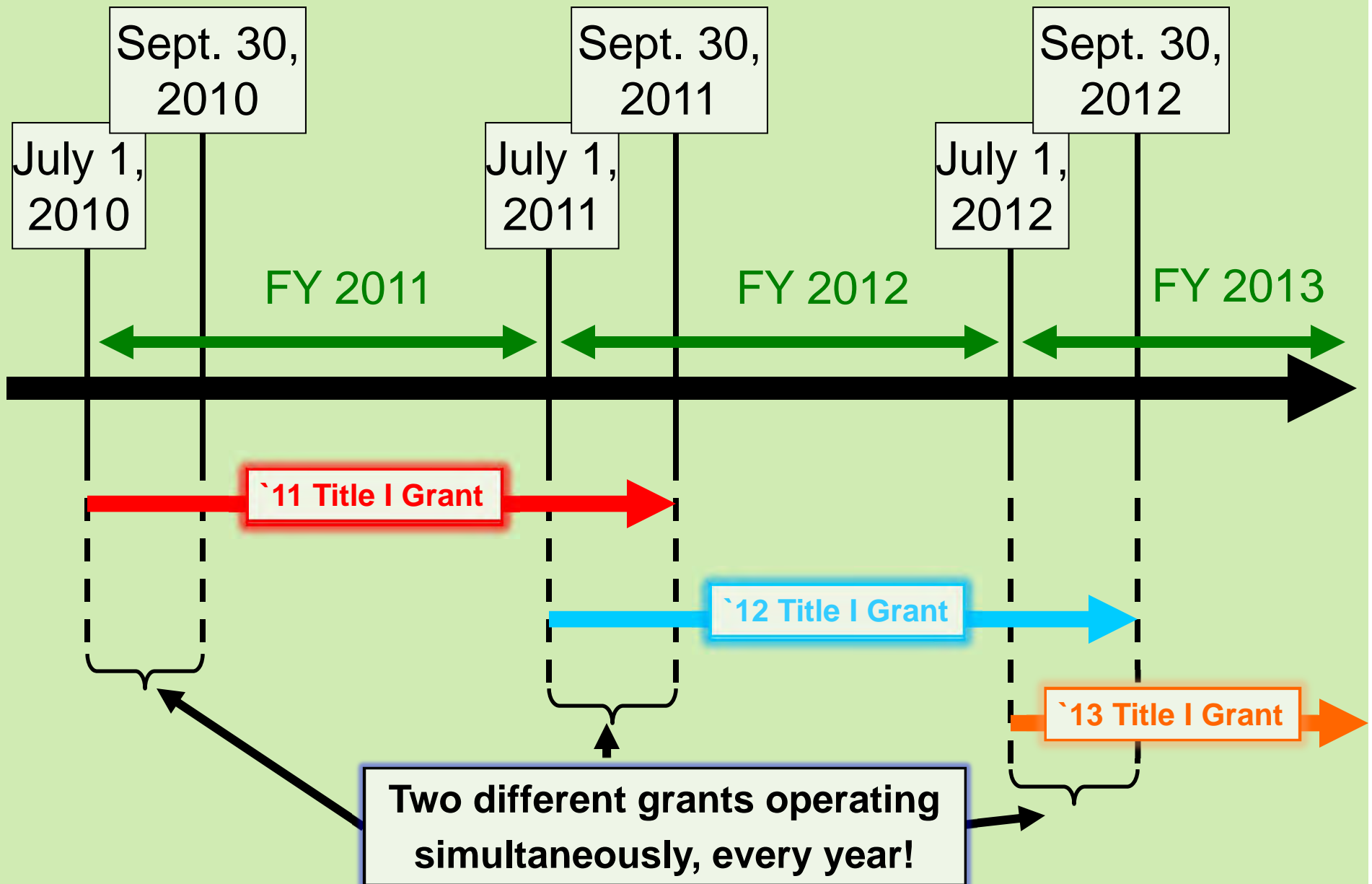
opi.mt.gov

15 Month Federal Grants



However, many ESEA Federal Grants run for 15 months; from July 1 through Sept.

15 Month Federal Grants - Overlap



Federal Programs Accounting

Project Reporter Code Examples

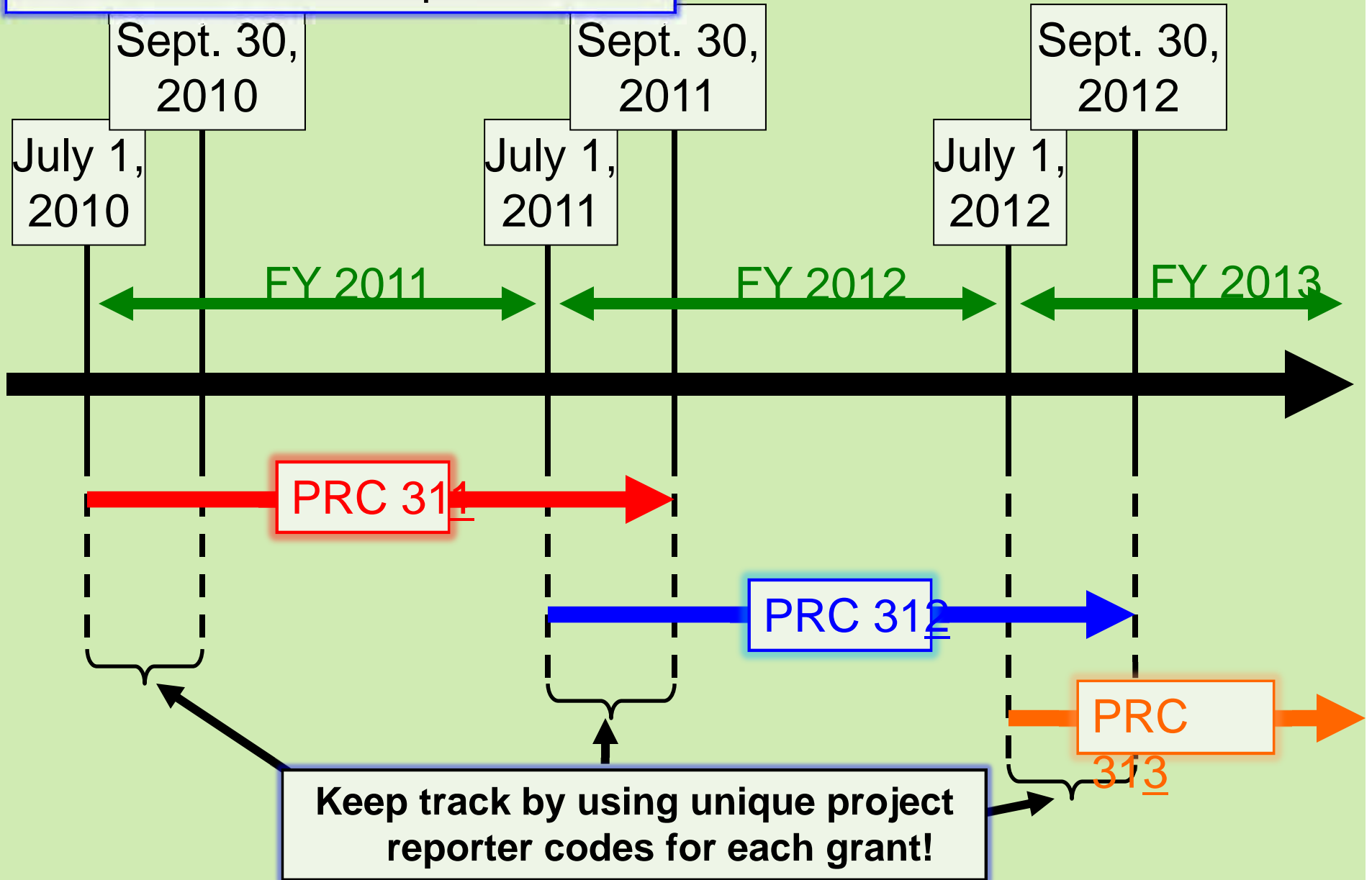
– 311: Title II Part A, FY11 (7/1/10 – 9/30/11)

– 312: Title II Part A, FY12 (7/1/11 – 9/30/12)



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15 Month Federal Grants - Overlap



Federal Programs Accounting

- Fund 15
- Revenue Codes – 4XXX
- Expenditure Program Codes – 4XX

	<u>Revenue</u>	<u>Expenditure</u>
Title I Part A:	X15 - 4200	X15-420-XXXX-XXX-312

SCHOOL DISTRICT ACCOUNTING CODES:

Fund: 15 (Miscellaneous Fund)
Revenue Code: 4200
Expenditure Program Code: 420

PROJECT NUMBER:
016 0350 3112

From the Grant Award Notice



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Paraprosdokian

- If I agreed with you, we'd both be wrong
- We never really grow up; we only learn how to act in public.
- Knowledge is knowing that a tomato is a fruit. Wisdom is not putting it in a fruit salad
- A clear conscience is a sign of a fuzzy memory.
- I used to be indecisive. Now I'm not so sure.

Special Accounting Issues

Redirection

- Using one grant's funds for another grant's purposes
- Set up by district at application
- Must be approved by OPI
- Amounts included in project budgets
- Already accounted for when district receives cash

Special Accounting Issues

Redirection

- Code all transactions using *destination* grant codes
- Final Expenditure report for destination project includes amounts redirected from other projects

Special Accounting Issues

(Revenue Source/Exp. Program)

4200/420

4300/430

Title I Title IIA

Original Award

\$100,000

\$25,000

Redirected Amount

Grant Budget

\$100,000

\$25,000

Special Accounting Issues

(Revenue Source/Exp. Program)
4300/430

4200/420

	<u>Title I</u>	<u>Title IIA</u>
Original Award	\$100,000	\$25,000
Redirected Amount	↑ 10,000 ↓	(10,000)
Grant Budget	\$110,000	\$15,000

When Redirecting through E-Grants
The \$10,000 becomes a part of the
Title I Budget.



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Special Accounting Issues

(Revenue Source/Exp. Program)	4200/420	4300/430
	Title I	Title IIA
Original Award	\$100,000	\$25,000
Redirected Amount	10,000	(10,000)
Grant Budget	\$110,000	\$15,000

Record redirected revenue received through E-Grants as:

DR: X15 - 101 Cash	\$110,000
CR: X15 - 4200* - 311	\$110,000

*Title I Part A, Improving Basic Programs

Special Accounting Issues

(Revenue Source/Exp. Program)	4200/420	4300/430
	<u>Title I</u>	<u>Title IIA</u>
Original Award	\$100,000	\$25,000
Redirected Amount	10,000	(10,000)
Grant Budget	\$110,000	\$15,000

Record redirected expenditures as:

DR: X15 - 420* - XXXX - XXX - 312	\$110,000
CR: X15 - 101 Cash	\$110,000

*Title I Part A, Improving Basic Programs

FINAL EXPENDITURE REPORT (11-12 Grant)

Applicant Name: Darby K-12 Schools

Legal Entity: 0740

Application: 2007-2008 Amendment 1

Printer-Friendly
[Click to Return to Application Select](#)
[Click to Return to CashReqst/Expend Menu](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

Periodic Expense Report 1

[Instructions](#)

This request has been approved. No more updates will be saved.

Program: TitleIA

Object Code	Expenditure Description and Itemization	Final Approved Budget	OPI Funds Released	Previously Reported Expended	Accumulated Expenditures to Date
100	Personal Service- Salaries	\$159,636	\$160,259	\$0	155014
200	Employee Benefits	\$47,617	\$40,999	\$0	44595
300	Purchased Professional and Technical	\$5,000	\$5,500	\$0	5500
400	Purchased Property Services	\$0	\$0	\$0	0
500	Other Purchased Services	\$500	\$448	\$0	740
600	Supplies	\$12,971	\$4,385	\$0	4874
700	Property & Equipment	\$6,999	\$0	\$0	0
800	Other Objects	\$0	\$0	\$0	0
Totals:		\$232,723	\$211,591	\$0	\$210,723
Indirect Cost Approved Rate 0.6700 % Derived Rate 0.6428 %		\$1,451	\$1,360	\$0	\$1,355
Totals:		\$234,174	\$212,951	\$0	\$212,078

Calculate Totals

Expenditure Period End Date 9/30/2008

NOTE: Data displayed on this page was effective as of 11/26/2008

Final Expenditure Check Box

RECAP	Amount
Grant Award (Allocation)	\$234,174
Approved Budget	\$234,174
Amount Paid To Date	\$212,951
Expenses To Date	\$212,078
Balance Due LEA	\$0
Funds on Hand	\$873

TitleIA	\$205,902
TitleIID	\$4,086
TitleIIA	\$2,963
Total	\$212,951

Final Expenditure



Save Page

Submit to OPI

Agenda

- Fund 15 Basics
- State Grants and OTO Payments
- Donations
- Federal Programs
- **Year-End Accounting**
- Resources



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Year-End Accounting

- Fiscal year-end entries (Manual entry)
- Grants only; **Not Entitlements**
 - Includes federal Title grants and state grants (G/T and CTE)
 - Not necessary for state OTO payments
- Revenue must equal Expenditures
- Figure expenditures first, then make revenue equal

Year-End Accounting

At year-end, use balance sheet accounts to account for differences between funds received and funds spent

Deferred Revenue (Liability)

Due From Other Governments
(Asset)

Year-End Accounting

Deferred Revenue

- Fiscal year-end (June 30) only
- Record funds RECEIVED but NOT SPENT (i.e. cash spent is less than cash received)
- Difference is called “DEFERRED REVENUE”

Example

Cash Spent	\$ 20,000
<u>Less Cash Received</u>	<u>(\$ 25,000)</u>
DEFERRED REVENUE	(\$ 5,000)

Year-End Accounting

Deferred Revenue Entries

- NOT AUTOMATIC!!
- At year end, if cash spent is less than cash received:

Debit: Revenue \$ XXXX

Credit: Deferred Revenue \$ XXXX

Reduce Revenue to Equal Expenditures

Year-End Accounting

Deferred Revenue Entries

➤ NOT AUTOMATIC!!

➤ Next year, when remainder of cash is spent:

To Reverse
year-end
entry



Debit: Deferred Revenue	\$ XXXX
Credit: Revenue	\$

XXXX

When
Expending
cash



Debit: Expenditures	\$ XXXX
Credit: Cash	\$

XXXX



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Year-End Accounting

Due From Other Governments

- Fiscal year-end (June 30) only!
- Account for funds SPENT but NOT RECEIVED
(i.e. cash spent is more than cash received)
- Difference is “DUE FROM OTHER GOVERNMENTS”

Example:

Cash Spent:	\$ 50,000
<u>Less Cash Received:</u>	<u>(\$ 30,000)</u>
DUE FROM OTHER GOV'TS	\$ 20,000

Year-End Accounting

Due from Other Governments Entries

➤ NOT AUTOMATIC!!

➤ At year end, if cash spent is more than cash received:

Debit: Due from Other Gov'ts

\$ XXXX

Credit: Revenue

\$ XXXX



Increase Revenue to Equal Expenditures



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Year-End Accounting

Due from Other Governments Entries

- NOT AUTOMATIC!!
- During the Ensuing year, when remainder of cash is received:

Debit: Cash

\$ XXXX

Credit: Due From Other Gov'ts

\$ XXXX

Revenue and expenditures were recognized last year, so neither are affected by receipt of cash

Examples – Grant 1

Award Amount: \$20,000
Cash Received: \$20,000
Cash Spent: \$20,000

YEAR END Balances

Expenditures \$20,000
Revenue \$20,000
Cash \$0

Grant 1 Balance Sheet:

<u>Assets</u>		<u>Liab./Fund Bal.</u>	
Cash	\$0	Fund Bal.	\$0



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Examples – Grant 2

Award Amount: \$10,000
Cash Received: \$10,000
Cash Spent: \$ 3,000

YEAR END Balances

Expenditures \$ 3,000
Revenue \$ 3,000
Cash \$ 7,000
Deferred Revenue \$ 7,000

Grant 2 Balance Sheet:

<u>Assets</u>		<u>Liab/Fund Bal.</u>
Cash	\$7,000	Def. Rev. \$7,000



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Examples – Grant 3

Award Amount: \$ 5,000

Cash Received: \$ 0

Cash Spent: \$ 5,000

YEAR END Balances:

Expenditures \$ 5,000

Revenue \$ 5,000

Cash (\$ 5,000)

Due from other

Governments \$ 5,000

Grant 3 Balance Sheet:

Assets	Liab/Fund Bal.
Cash (\$5000)	- \$0 -
DFOG \$5000	
Total - \$ 0 -	



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Examples

Year-end TFS combines activities on all projects!

Cash

Grant 2: \$ 7,000

Grant 3: \$ (5,000)

Fund 15 Year-End Balance Sheet:

Assets

Cash	\$2,000
\$7,000	
DFOG	\$5,000

Liabilities/Fund Bal.

Deferred Rev

From Grant 3

From Grant 2



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Here's how it looks on the TFS:

Project Reporter Summaries

Project Reporter		Revenues	Expenditures	Difference
101 FCCLA YRBS		0.00	1,000.00	-1,000.00
111 AIMS-KEDS PAYMENTS TO SCHOOLS		1,154.35	2,271.95	-1,117.60
113 ALTA CARE MEDICAID		89,718.06	89,718.06	0.00
114 MISC MEDICAID REIMBURSEMENTS		9,923.82	793.05	9,130.77
130 Gifted and Talented		20,086.00	20,086.00	0.00
144 Title II Part A	GRANTS	16,061.00	16,061.00	0.00
163 Title IV Safe and Drug-Free Schools		2,594.00	2,594.00	0.00
313 Title I, Part A, Accountability		0.00	3,036.98	-3,036.98
314 Title I, Part A, Improving Basic Programs		113,251.00	113,251.00	0.00
361 IN STATE TREATMENT GRANT		12,000.00	12,000.00	0.00
364 WEATHERIZATION AND DEFERRED MAINT		0.00	14,368.24	-14,368.24
365 State OTO Indian Education for All	ENTITLEMENTS	3,810.96	1,854.46	1,956.50
366 CAPITAL INVESTMENT		0.00	19,349.29	-19,349.29
391 Vo Ed Agriculture		1,836.00	1,836.00	0.00
394 Vo Ed Family & Consumer Science		1,211.00	1,211.00	0.00
395 Vo Ed Business/Marketing		1,395.00	1,395.00	0.00
396 Vo Ed All Career & Tech Ed Programs		2,555.00	2,555.00	0.00
456 IDEA-B (Trans from Coop)		17,000.00	17,000.00	0.00
604 Title II, Part D, Ed Technology		734.00	734.00	0.00
823 Carl Perkins Basic Grant		23,535.00	23,535.00	0.00
Total		316,865.19	344,650.03	-27,784.84

Resources

➤ OPI website – School Finance Page

<http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html>

– School Accounting Manual Section 5-02403

➤ Indirect Cost Information/Application

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#gpm1_12

Resources

➤ **OPI Federal Grants Handbook (Being Updated)**

http://www.opi.mt.gov/Finance&Grants/Index.html?gpm=1_9

➤ **E-Grants On-Line Help**

<http://opi.mt.gov/Finance&Grants/egrants/>

➤ **Fund 15 Reconciliation Spreadsheet**

http://www.opi.mt.gov/pdf/schoolfinance/Acct/Fund_15_Recap_Worksheet.xls

Resources

OPI Federal Grant Accountants

- Charlotte McMilin 444-4403
- Sunni Hitchcock 444-3408
- Jay Phillips(Supervisor) 444-4523
- Katherine Vatter (E-Grants) 444-7841

OPI School Finance Division

- Steve Hamel 444-0783
- Nicole Thuotte 444-4524

QUIZ !!!!!!!!!!!

WAIT, THERE IS MORE!!!!

(Steve, go to the next slide)

ONE TIME ONLY CAPITAL INVESTMENT AND DEFERRED MAINTENANCE

Revenue code

3660

Expenditure Program Code

366



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Budget
CSCT
Student Count For ANB
One-Time Only Payments
Sinking Fund
TFS
State Paid Tuition

CDM Unspent Entitlements
FTK Unspent Entitlements



MAEFAIRS

Montana Office
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For general MAEFAIRS questions, contact Debbie Casey at (406) 444-3096 or dcasey@mt.gov



https://appstest.opi.mt.gov/MAEFAI

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OPI MAEFAIRS

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CDM Unspent Entitlements

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Absarokee Elem - 0861
Absarokee H S - 0862

[Select All Districts](#)

[Unselect All Districts](#)

Pick Your District



Capital Investment & Deferred Maintenance Unspent Entitlements

**48 Stillwater
0861 Absarokee Elem**

Revenues

67,430.88

Expenditures

FY	Fund	Function	Object	Amount
2009	15	26XX	4XX	6,254.03
2010	15	26XX	4XX	7,230.00
2010	15	26XX	73X	12,812.00
2011	15	26XX	5XX	4,464.65
2011	15	26XX	7XX	6,101.77
2012	15	26XX	4XX	11,396.00

Total Expenditures

48,258.45

Unspent Entitlement

19,172.43



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School Finance Links

Accounting

ACCOUNTING

Accounting Information

Spreadsheets

GASB34

For Assistance with Accounting contact, 444.0783

Trustees Financial Summary

[TFS Reports](#)

School Accounting Manual

[School Accounting Manual](#)

[Individual Sections of the School Accounting Manual](#)

[Chart of Accounts](#) **NEW**

Accounting Guidance

[Accounting Guidance for the Multidistrict Cooperative Incentive Payments](#)

[Accounting Guidance for the Graduation Matters Montana Grant](#)

[Multidistrict Agreements FAQ](#)

[Guidance for 2009 ARRA](#)

[Guidance for 2007 Legislative Funding Components](#)

[Accounting for E-Rate Payments](#)

[Coding Payments Between Districts & Coops](#)

[Remittance Advice for Payments Between Districts & Coops](#)

Department of Education

[NCES Handbook](#)

Everything you always wanted to know but were afraid to ask

http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html



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QUESTIONS ACCEPTED



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